

Michigan Department of Education
Office of School Support Services
School Nutrition Programs

PROGRAM REQUIREMENTS CALENDAR

To ensure program compliance, please distribute a copy of this calendar to each of the staff responsible for completing the following tasks related to the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP) and Afterschool Snack Program operations. All required records must be retained at the School Food Authority (SFA) for three prior school years, plus the current year of operation for audit compliance. If there is an open audit/investigation, retain longer.

INFORMATION	DUE DATE	SEND/FILE
SECURITY ACCESS FORM Access to: Michigan Electronic Grants System Plus (MEGS+), Child Nutrition Programs (CNP), Meal Reimbursement Claim, School Food Authority Verification Collection Report (SFA-VCR), Fresh Fruit and Vegetable Program (FFVP) Claims in Michigan Nutrition Data System (MiND), and School Lunch Year End Report.	For designated Level 3 access rights changes, refer to Food Service Administrative Policy #7, School Year (SY) 2005-06.	Fax to: Ruby Zavala or Tammy Saul at 517-373-4022.
CONTRACT RENEWAL Food Service Management Contracts or Vended School Meal Contracts	June 30 (each school year).	Michigan Department of Education (MDE) approval of renewal documents is required prior to the listed due date. Obtain contract renewal documents and follow the instructions found at the fiscal reporting website .
DIRECT CERTIFICATION REPORT	The Direct Certification Report must be accessed at a minimum three times during the school year: <ul style="list-style-type: none"> At or around the beginning of the school year. Three months after the initial effort. Six months after the initial effort. The Center for Educational Performance and Information (CEPI) will refresh the Direct Certification Report monthly. MDE encourages schools to access the Direct Certification Report monthly to ensure all eligible students receive proper meal benefits. The Direct Certification Report can be accessed through the Michigan Student Data System .	All Direct Certification Reports must be filed for three prior school years, plus the current year.
ELIGIBILITY APPLICATIONS Free and Reduced Price School Meals/Free Milk	Distribute at beginning of each school year, but <i>not</i> before July 1. Process completed applications within 10 school days after receipt.	File at the Local Educational Agency (LEA), also referred to as the SFA.

SCHOOL MEALS REPORT School Food Authority (SFA) Intermediate School District (ISD), and Public School Academy (PSA)	Report cost per meal for the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). Starts September 1 with a due date of November 2. Corrections/adjustments are due by December 16.	Submit to CEPI via the Financial Information Database (FID) application.
SCHOOL LUNCH YEAR END REPORT (SLYER) Non-public schools and Residential Child Care Institutions (RCCIs) - School Meals Program Form SM-4012-A/R	Non-public schools and RCCIs SLYERs are available September 8, 2015, and will be due October 9, 2015, for the prior school year.	Submit to MDE via the MEIS Website at the Michigan Nutrition Data (MiND) System.
APPLICATION – NEW SPONSORS MEGS+ CNP	New sponsors must complete both the MEGS+ CNP applications to be eligible for participation in the National School Lunch and/or Breakfast Program.	Submit to MDE via the MEIS Website at the Michigan Electronic Grants Plus System.
APPLICATION RENEWAL MEGS+ CNP	Available during summer with a due date of mid-September.	Submit to MDE via the MEIS Website at the Michigan Electronic Grants Plus System. Update during year as needed.
COMMUNITY ELIGIBILITY PROVISION (CEP) Application in Michigan Nutrition Data System (MiND)	Available early April with a due date of August 31, 2015, for the 2015-2016 school year only.	Submit to MDE via the MEIS Website at the Michigan Nutrition Data (MiND) System.
SELF-MONITORING REVIEWS Afterschool Snack Program (2 reviews required each school year)	1 st review – Within first 4 weeks of Afterschool Snack Program. 2 nd review - Completed after January.	File completed forms at SFA.
SCHOOL FOOD AUTHORITY – VERIFICATION COLLECTION REPORT (SFA-VCR)	Verification starts October 1 based on the number of approved applications. Verification MUST be completed by November 15.	Complete paper copy and file copy at SFA. Submit data to MDE via SFA-VCR annually online before February 1.
SELF-MONITORING REVIEWS NSLP/SBP	Complete monitoring and forms for all sites by February 1 annually.	File completed forms at SFA (if required).
DAILY PARTICIPATION RECORD/ EDIT CHECK	Daily/prior to submitting monthly claims.	File at SFA with monthly claim materials.
MENU PRODUCTION RECORDS	Daily records of meal production and meal service for each meal program (production plans, standardized recipes, Child Nutrition labels or production specifications).	File completed forms at SFA.
MEAL REIMBURSEMENT CLAIM Claim Form SM-4012-SL	By 10 th of month following claim month.	Submit to MDE via the MEIS Website
APPLICATION/RENEWAL – Summer Food Service Program (SFSP)	May 1 (each school year).	Submit to MDE via the MEIS Website
SFSP CLAIM FORM SM-4012-SF	By 10 th of month following claim month.	Submit to MDE via the MEIS Website
APPLICATION/RENEWAL – Summer Camp Special Milk (SCSM)	Application <i>must</i> be approved 2 weeks prior to start of camp.	Submit to MDE via the MEIS Website
SCSM CLAIM FORM SM-4012-SC	By 10 th of month following claim month.	Submit to MDE via the MEIS Website
APPLICATION/RENEWAL Fresh Fruit and Vegetable Program (FFVP)	Available early February with a due date of April 30.	Submit to MDE via the MEIS Website
FFVP CLAIM in MiND	By 10 th of month following claim month.	Submit to MDE via the MEIS Website